

***NATIONAL WEATHER SERVICE INSTRUCTION 30-4105***

***JANUARY 2, 2003***

***Facilities Engineering***

***Facilities Management NWSPD 30-41***

***REAL PROPERTY MANAGEMENT***

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This Instruction implements Real Property areas contained in National Weather Service (NWS) Policy 30-41, *Facilities Management*, dated September 9, 2002.

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Signed by

12/18/2002

John McNulty, Jr.

Date

Director, Office of Operational  
Systems

## Real Property Management

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### 1. Background.

2. Property Acquisition. The National Oceanic and Atmospheric Administration (NOAA) acquires, uses, and disposes of land and facilities to accomplish its various missions. This instruction outlines the life-cycle management approach to ensure that the National Weather Service (NWS) complies with NOAA guidance and only acquires and maintains the minimum real property necessary to meet mission requirements.

NOAA/NWS may acquire real property in the United States, its territories, including Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas.

NOAA/NWS will ensure protection of human health and the environment by identifying and documenting the condition of any real property to be acquired, transferred, leased, sold, or otherwise conveyed under the provisions of any authority.

3. Real Property Management. NOAA's Facility Acquisition and Management Division is responsible for the implementation and oversight of NOAA policies concerning all aspects of real property management. It develops NOAA-wide policies pertaining to building delegation, real property acquisition and disposal, space management, security, and safety programs, as well as offering a wide variety of services to NOAA employees.

4. Property Disposal. The General Services Administration (GSA) Office of Property Disposal manages the use and disposal of surplus real property Government-wide. Surplus properties are made available for various public purposes, including negotiated sale to state and local governments and eligible nonprofit institutions, or are sold competitively to the general public. As a central broker, Property Disposal is a one-stop agency for property disposal, with an expansive network of market contacts in the private and public sectors.

Property Disposal also provides assistance and advice on complex disposal issues to Congress,

military departments, other Federal agencies, state and local governments, and the private sector. The majority of this work is performed on a reimbursable basis. To improve customer service, Property Disposal is reaching out to its customers through industry and customer roundtables, memoranda of understanding, and partnering agreements.

5. Responsibilities. NOAA's Facility Acquisition and Management Division is responsible for the implementation and oversight of NOAA policies concerning all aspects of facilities management. It develops NOAA-wide policies pertaining to building delegation, real property acquisition/disposal, space management, lease management, security, and safety programs as well as offering a wide variety of services to NOAA employees.

The NOAA Real Property staff is responsible for reporting excess property in accordance with Federal Property Management Regulations, Chapter 101-47.202.

NOAA's directive accomplishing these tasks is "Accounting for Real Property, Policies and Internal Control Procedures," dated August 30, 1999. NOAA's responsibilities are described therein.

Within NWS, the Office of Operational Systems, Facilities Management Branch (FMB) is responsible for accomplishing assigned tasks resulting from NOAA policies and directives for real property acquisition, management, and disposal. These responsibilities include:

- a. Maintaining property files until beneficial occupancy.
- b. Performing periodic condition assessments to ascertain deferred maintenance status.
- c. Reporting individual projects for inclusion in NOAA's Facilities Maintenance, Repair, and Safety List.
- d. Assisting NOAA Real Property in preparing GSA Form 118, Report of Excess Property.

On an as-needed basis, FMB will request Regional input in performing these responsibilities. This instruction will be expanded to include any specific recurring inputs.